

FAQ on Medication Aide Training & Testing

Exam Information:

1. Is there a fee for the exam? **Answer: No.**
2. What is on the exam? **Answer: The exam is comprised of 65 multiple choice questions. The test plan provides a description of the content covered on the exam.** The SDBON will not provide individuals with a copy of the exam or individual questions.
3. How many times can an applicant take the exam? **Answer: If an applicant fails the exam on the first attempt they may take it a second time. If the applicant fails on the second attempt, the applicant should repeat the 20-hour training course.**
4. Will nursing students be required to take the test? **Answer: yes.** Nursing students may request to waive the 16-hour portion of the required 20-hour medication administration training program; the application is available on the SDBON UMA website.

Proctor Information:

5. Does the South Dakota Board of Nursing (SDBON) share a list of proctors for the online UMA and UDA exams? **Answer: Yes, only the name of the proctor and his/her expiration status is shared.**
6. If a UMA or UDA applicant needs a proctor, will the SDBON provide the applicant or their employer contact information of approved proctors? **Answer: No, the applicant, or employer, is accountable to find their own proctor.**
7. What responsibilities does a proctor agree to for administering the online test to each applicant? **Answer:**
 - a. Verify the identity of the candidate.
 - b. Ensure a secure, quiet testing environment free of interruptions.
 - c. The applicant should NOT use their personal computer, PC, or phone device to take the exam.
 - d. Ensure the candidate does not open any browsers or computer files during exam.
 - e. Ensure the candidate does not have books, notes, reference aides, or cell phone while taking the exam.
 - f. Ensure the candidate does not leave the room, except for emergency.
 - g. Allow candidates to access exam in my presence and will remain in the testing area until the exam is completed.
 - h. Ensure the online exam is not printed.
 - i. Ensure, to my best ability, that cheating does not occur. If the candidate is suspected of cheating, I will contact the BON as soon as possible.
 - j. Not allow any unauthorized person to hear, view, videotape, or otherwise gain any knowledge about the exam or the exam processes and procedures before, during, or after the administration of an exam.
8. Can a proctor administer the exam to a friend, relative, spouse, colleague (e.g. medication aide, diabetes aide), or a supervisor/manager (e.g. facility administrator or owner of facility)? **Answer: No.**
9. Can a proctor charge for their time? **Answer: This is not a SDBON decision, if a proctor wishes to charge a fee for their service it is the applicant and/or employer's decision as to whether to pay the person to be a proctor. The BON does not require fees be paid to a proctor.**
10. Can a proctor administer the test to more than one UDA and/or UMA applicant at a time? **Answer: Yes and No.** If the proctor is able to ensure and meet all of responsibilities listed on the Proctor Approval Form the proctor may choose to administer the exam to more than one student at the same time.